

Approved For Release 2004/05/05 : CIA-RDP60-00594A000300030008-3

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Training

DATE: 11 September 1958

FROM : Chief/Language and Area School/TR

SUBJECT: Weekly Activities Report #36

Document No. 11NO CHANGE IN CLASS. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S C

Auth: JDA Memo, 4 Apr 77

Auth: JDA REG. 77/1763

Date: 08 MAR 1978 By: **A. SIGNIFICANT ITEMS**

None to report.

**B. OTHER ACTIVITIES**

DDS { 1. The Fall Trimester of the Voluntary Language Training Program was launched on Monday, 8 September. A total of fifty-three classes have started in sixteen different languages. Student enrollment is 340. Classes are now being given for the first time in the VLTP in Armenian, Swahili and Turkish, all at the beginners level. As in past trimesters, classes are being given in Arabic, Chinese, Czech, Finnish, French, German, Greek, Italian, Japanese, Persian, Polish, Russian and Spanish. The orderly start of this sizeable program could not have been effected without considerable assistance from other members of the LAS staff.  spent her full time for almost two weeks in preparing class rosters and calling students.  }

also gave very able assistance in many of the phases involved in getting the program organized.

2. On Friday, 5 September,  gave a briefing and demonstration for 31 instructors in the Voluntary Language Training Program. Eighteen of the instructors have just recently been recruited to teach in the VLTP. The briefing centered chiefly on administrative procedures and teaching techniques. At this meeting a new method of demonstrating drill techniques was tried.  demonstrated drill in basic sentences at the beginners level in Swedish using five of the instructors as students. Mrs.  then demonstrated variation drill in French at the intermediate level with five of the French instructors. Comments made by the instructors indicated that the demonstration was very effective.

3. As a follow-up on the initial demonstration and as part of our program of training the VLTP instructors, a Saturday morning "institute" is tentatively planned for 20 September and the instructors will be requested to attend. More demonstrations and discussion of drill and other teaching techniques are planned for this meeting.

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DDS 4. We have agreed to meet a Security Office request for a 2½-day area orientation on [ ] for 16 persons on 6-8 October, along lines of our new "Saturday Special" version of Americans Abroad.

25X1

5. The following LAS personnel are in, or enter training this month:

[ ]

6. Interviews, file studies and panels this week are concerned with candidates for Chinese and Russian, Japanese, Indonesian, and Norwegian.

7. The time for decision as to whether or not we should run our intensive Russian course is close upon us. We now have two candidates. It is pedagogically and economically unsound to run a course for two persons. Decision must be made while alternatives are available. Alternatives appear to be:

TK

FSI, beginning 15 September  
NLS, beginning 26 September  
Air Force/Syracuse, 10 November

OTR course is scheduled to begin 6 October.

8. The situation in Chinese is almost as bad. We have three candidates, but one of these probably should be discouraged from taking the LAS intensive course.

TK 25X1

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 10 September 1958

FROM : Deputy Chief, Plans, Research and Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

- 25X1
1. [ ] conferred with C/SIC on liaison between SIC and LAS along the lines of the earlier understanding, defining separate responsibilities and chartering areas for joint activity in the interest of putting our total capabilities on fuller use. A briefing of LAS activities will be held for C/SIC when [ ] returns.
  2. We are happy to report that Joyce has joined our secretarial staff. She will be primarily responsible for [ ] work.
  - 25X1
  3. [ ] on loan to us from the pool has been most helpful in helping [ ] rearrange the area library.
  - 25X1
  4. Forty-four Proficiency tests were given last week in Norwegian, French and Thai.
  5. Forty Certifications for Language Award certificates were sent to the Registrar last week.

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 9 September 1958

FROM : Deputy Chief, Area Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None

B. OTHER ACTIVITIES

- 25X1 1. [ ] explored WH's area training needs with its C/PP, [ ] Follow-up conference with DC/WH [ ] and [ ] will take place soon to firm up requirements. Latin America and South Asia are the two world regions on which we are completely uncovered. 25X1
- 25X1 2. In keeping with SO's special request to you, we are scheduling "quickie" AAO-type briefings on [ ] and [ ] for a group of 16 OS personnel on 6-8 October. The content of these briefings will follow closely the pattern set for the prospective "Saturday Special" in [ ] - AAO #10. 25X1
3. [ ] 25X1
- 25X1 4. [ ] departed on 8 September for the OFC. This will be followed by a three-months' tour in NEA and a familiarization trip to Africa and the Middle East.
- 25X1 5. [ ] spends 3 days at APC this week for final check and narration of Part III of SIS's "Free Europe" film. This part, "Steps Toward Unity," is analytical and includes large doses of the charts [ ] devised for lectures in OCI and at SIS. 25X1

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